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**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING  
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Otto Solórzano  
Acting Director

*"Connecting communities and improving the lives of all generations"*

May 21, 2019

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

31 May 21, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

CELIA ZAVALA  
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZE WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES TO AWARD  
AND EXECUTE FY 2019-20 SUBAWARD FOR HEALTH INSURANCE COUNSELING AND  
ADVOCACY PROGRAM  
(ALL SUPERVISORIAL DISTRICTS)  
(3-VOTES)**

**SUBJECT**

County of Los Angeles Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute a Health Insurance Counseling and Advocacy Program (HICAP or Program) Subaward for the term effective July 1, 2019 through June 30, 2020, and subsequently execute up to three (3) annual renewal options for a maximum Subaward term of four (4) years with Center for Health Care Rights for an anticipated annual amount of \$1,020,000; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize WDACS Director/Acting Director, or designee, to award and execute the HICAP Subaward for the term effective July 1, 2019 through June 30, 2020, and subsequently execute up to three (3) annual options to renew for a maximum Subaward term of four (4) years with Center for Health Care Rights for an anticipated annual amount of \$1,020,000. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of HICAP, as well as Subrecipient's adherence to its Subaward terms. WDACS will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward, and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize WDACS Director/Acting Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated Federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. WDACS receives funding from CDA to administer these Program Services, which WDACS contracts to Service Providers. In this capacity, WDACS oversees the administration of a variety of social service programs, including HICAP Services, which are targeted towards Medicare Beneficiaries, their representative, or individuals aged 60 and older who are close to obtaining Medicare eligibility. HICAP is a volunteer-supported Program that provides community education, counseling assistance, and outreach events concerning Medicare and related health insurance issues; it assists Clients in understanding how to use their Medicare benefits including Prescription Drug Plan coverage, Medicare Advantage plans, Medicare supplemental policies, Medicare Savings Programs, and long-term care insurance.

WDACS conducted a competitive Invitation for Bids (IFB) solicitation, which resulted in Center for Health Care Rights being selected as the successful Bidder, and we intend to award and execute this Subaward upon your Board's approval.

### **Implementation of Strategic Plan Goals**

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

### **FISCAL IMPACT/FINANCING**

HICAP is financed with Federal and State monies including HICAP Reimbursements Insurance Fund, Federal State Health Insurance Assistance Program (SHIP) Funds, State HICAP Fund, Medicare Improvements for Patients and Providers Act (MIPPA) and Financial Alignment, which are authorized under the Older Americans Act (OAA), and State monies (State HICAP Fund). The Federal monies originate from the Federal Grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the Federal monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated annual funding for the recommended Subaward is \$1,020,000. The requested

Board authority will allow WDACS to allocate funds for the HICAP Subaward annually for an anticipated four-year total of \$4,080,000 for the Subaward term of July 1, 2019 through June 30, 2023 (which includes three (3) annual options to renew). These funds are included in the final WDACS Fiscal Year 2019-20 budget, and funding for future Fiscal Years will also be included in WDACS' final budget(s).

The Federal portion of the funds have been assigned the following Catalog of Federal Domestic Assistance (CFDA) program numbers: 93.324 (State Health Insurance Assistance Program); 93.071 (Medicare Enrollment Assistance Program); 93.626 (Affordable Care Act State Health Insurance Assistance Program (SHIP) and Aging and Disability Resource Center (DRC) Options Counseling for Medicare-Medicaid Individuals in States with Approved Financial Alignment Models); and, the Federal Grantor for these funding sources is HHS.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to Federal and State terms and conditions that are required for WDACS to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. WDACS will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2019 through June 30, 2020, and will include up to three (3) annual options to renew for a maximum Subaward term of four (4) years.

### **CONTRACTING PROCESS**

On February 28, 2019, WDACS released a competitive IFB solicitation (in accordance with Federal, State, and County procurement standards) under bid number AAA-HICAP-1920 IFB. WDACS was seeking a qualified Bidder to provide HICAP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- Newspaper Publication: WDACS advertised the IFB in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Antelope Valley Press; Daily Breeze; Daily Report; Orange County Register; La Opinion; and, Tri-County Sentry.
- Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website: In accordance with County requirements, WDACS posted notification of the IFB on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with HICAP Services. Based on WebVen registered vendors associated with those commodity/service codes, this notification was sent to approximately 3,543 potential Bidders.
- GovDelivery Notifications: WDACS utilizes GovDelivery, a web-based email subscription management system, which includes approximately 2,174 vendors that have signed up to receive news and information pertaining to contracting opportunities with WDACS. These vendors were notified regarding the release of this IFB.

A mandatory Bidders' conference was held to address questions received from potential Bidders, and no protests were received in response to the solicitation requirements.

In accordance with County requirements, the lowest cost bid was reviewed and determined to be the most responsive and responsible. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, WDACS has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Bidder was selected without regard to race, creed, or color.

#### Monitoring Requirement

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow for the continued provision of HICAP Services Countywide. These Services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

#### **CONCLUSION**

Upon your approval of the recommended actions, WDACS Director/Acting Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at (213) 738-2593.

Respectfully submitted,



OTTO SOLÓRZANO

Acting Director

OS:PG:CD:LT

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

**Attachment I**

County of Los Angeles Workforce Development, Aging and Community Services  
Health Insurance Counseling and Advocacy Program Services  
**Community Business Enterprise Program Information**

FIRM INFORMATION*		CENTER FOR HEALTH CARE RIGHTS
BUSINESS STRUCTURE		CORPORATION
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP
OWNERS/PARTNERS/ BOARD	Black/African American	0
	Hispanic/Latino	0
	Asian or Pacific Islander	0
	American Indian	0
	Filipino	0
	White	0
	<i>Female (included above)</i>	0
CULTURAL/ETHNIC COMPOSITION		NUMBER
MANAGER	Black/African American	2
	Hispanic/Latino	2
	Asian or Pacific Islander	1
	American Indian	0
	Filipino	0
	White	1
	<i>Female (included above)</i>	6
STAFF	Black/African American	3
	Hispanic/Latino	5
	Asian or Pacific Islander	1
	American Indian	0
	Filipino	0
	White	2
	<i>Female (included above)</i>	11
Total # of Employees <i>(including ** above)</i>		17
COUNTY CERTIFICATION		
PREFERENCE	LSBE	N
	SE	N
	DVBE	N

\* Information was provided by Bidder in reponse to the IFB (AAA-HICAP-1920 IFB). On final analysis and consideration of award, successful Bidder was selected without regard to race, creed or color.